



Office of The Perry County Sheriff

William R. Barker, Sheriff
110 W. Brown St., P.O. Box 107
New Lexington, OH 43764-0107
Phone (740) 342-4123 FAX (740) 342-5521

EXTERNAL JOB POSTING

POSTING NUMBER 24-001

CLASSIFICATION: DISPATCHER

STARTING SALARY: \$20.15/PER HOUR

New hires who meet the Lateral Hiring criteria will start at a pay based on satisfactory completed years of service from the previous employment.

POSITION DESCRIPTION ATTACHED:

APPLICATIONS WILL BE ACCEPTED ONLY BETWEEN THE BELOW LISTED DATES. ALL OTHER APPLICATIONS WILL NOT BE ELIGIBLE. JOB APPLICATIONS MUST REFLECT THE ABOVE LISTED POSTING NUMBER. **APPLICANTS MUST MEET MINIMUM QUALIFICATIONS LISTED ON JOB DESCRIPTION.**

A handwritten signature in blue ink that reads 'William R. Barker'.

WILLIAM R. BARKER, SHERIFF
PERRY COUNTY, OHIO

POSITION POSTED; February 7, 2024

LAST DATE TO APPLY: February 14, 2024

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
EEO POLICY ATTACHED

POSITION DESCRIPTION PERSONNEL DIVISION	AGENCY: Perry County Sheriff's Office
	DIVISION OR INSTITUTION Communications Division
	UNIT OR OFFICE

<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change	COUNTY OF EMPLOYMENT Perry
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USUAL WORKING TITLE OF POSITION Dispatcher	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
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NORMAL WORKING HOURS (Explain unusual or rotating shift)
FROM: TO: 12AM – 8AM, 8AM – 4PM, 4PM – 12AM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	JOB DUTIES IN ORDER OF IMPORTANCE	MINIMUM ACCEPTABLE CHARACTERISTICS
42%	Operates radio communications equipment to receive, transmit and monitor communications of patrol officers, firefighters, and emergency medical service units.	a, b, c, d, e
	Receives telephone calls (9-1-1, seven (7) digit business lines) and initiates response.	
	Gathering, analyzing, and reporting critical information during life-or-death situations such as crimes in progress, medical emergencies, and fire/rescue incident.	
	Administering care by providing pre-arrival medical instruction or directing callers through procedures such as CPR, childbirth, or controlling of blood loss while emergency medical services are enroute.	
	Managing communications of emergency personnel responding to incidents and assisting with incident operations during events such as active shooter and officer down responses.	
	Taking protective actions for first responders by providing life-safety information during responses such as officer down and MAYDAY calls	
	Analyzing conflicting and/or limited location information to direct first responders to the scene.	
	Negotiating with suicide callers or hostage takers.	
	Deploying to the scene of planned events, major emergencies, or ongoing incidents.	
	Types, files and retrieves information	
20%	Operates LEADS computer system to transmit, receive and input various Law Enforcement and Criminal History data.	c, e, f, g
20%	Input data into computer memory system, CAD, RMS, and other systems as appropriate.	c, g, h, i
	Maintain radio log and other related documentation	
	Assists with completion of reports.	
15%	Assists and directs the general public entering the work area.	b, c, e, g, h
2%	Receives Monies for bonds.	b,c,d,e,h,j
	Monitors behavior of male & female prisoners being held for court.	
1%	Performs other duties as required.	

JOB RESPONSIBILITIES

Under general supervision:

- Gathering, analyzing, and reporting critical information during life-or-death situations such as crimes in progress, medical emergencies, and fire/rescue incidents.
- Administering care by providing pre-arrival medical instruction or directing callers through procedures such as CPR, childbirth, or controlling of blood loss while emergency medical services are enroute.
- Managing communications of emergency personnel responding to incidents and assisting with incident operations during events such as active shooter and officer down responses.
- Taking protective actions for first responders by providing life-safety information during responses such as officer down and MAYDAY calls.
- Analyzing conflicting and/or limited location information to direct first responders to the scene.
- Negotiating with suicidal callers or hostage takers.
- Deploying to the scene of planned major events, major emergencies, or ongoing incidents.
- Operates radio communications equipment to receive, transmit and monitor communications of patrol officers, firefighters, and emergency medical service units.
- Receives telephone calls and initiates response.
- Types files and retrieves information.
- Performs other related duties as required.
- Operates LEADS computer system to transmit, receive and input various Law Enforcement and Criminal History data.
- Input data into computer memory systems
- Input data into CAD, RMS and other systems as appropriate.
- Maintains radio log and other related documentation.
- Assists and directs the general public entering the work area.
- Receives money for bonds.
- Assists with completion of reports.
- Provides information.
- Monitors behavior of male & female prisoners.
- Performs other duties as required.

JOB REQUIREMENTS

- 18 Years or older
- High School Diploma, GED or equivalent

MINIMUM ACCEPTABLE CHARACTERISTICS

- a. Knowledge of the operation of radio console and equipment.
- b. Ability to communicate effectively.
- c. Follow detailed oral and written instructions.
- d. Handle stressful situations and take appropriate actions.
- e. Develop and maintain working relationships with associates, Law Enforcement agents, supervision and the general public.
- f. Knowledge of the operations of LEADS computer equipment.
- g. Accurately record data.
- h. Knowledge of office practices and procedures.
- i. Typing skills.
- j. Knowledge of Safety practices and procedures.
- k. Knowledge of codes and laws governing operation county jails.

Signature of Agency Representative

William R. Buba

Date

26 NOV 2019

SECTION 1.4 EQUAL EMPLOYMENT OPPORTUNITY

ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT WILL BE RECRUITED, HIRED, PROMOTED, TRANSFERRED, DEMOTED, LAID OFF, TERMINATED, SUSPENDED, EVALUATED, OR OTHER WISE TREATED IN A FAIR AND EQUITABLE MANNER BASED SOLELY UPON MERIT, FITNESS AND SUCH BONAFIDE OCCUPATIONAL QUALIFICATIONS AS EACH INDIVIDUAL MIGHT POSSESS NO PERSONNEL DECISION SHALL BE BASED UPON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, PHYSICAL HANDICAP, OR OTHER NON-JOB-RELATED CRITERIA.

ADOPTED AUGUST 31, 1982